



Police Lieutenant

Department: Police

Class Code: 2134

EEO Code: 24

FLSA: E

Effective: 01/03/1992

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of considerable difficulty in serving as the shift commander of the Patrol Division, in supervising a departmental unit, or in performing advanced management and technical work of comparable responsibility; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Supervises and coordinates the operations and activities of an assigned patrol shift; conducts periodic inspection tours of various police beats, observing demeanor, efficiency, and general appearance of personnel; advises and assists subordinate supervisors and patrol officers in the performance of police duties when appropriate; assumes command in emergency situations; directs and coordinates activities of police personnel in traffic unit in performance of traffic control duties; analyzes proposed parade plans to determine traffic rerouting requirements and number and disposition of personnel; supervises a unit of the Investigation Division including crimes against property, persons, forensic, vice and narcotics; directs, coordinates and participates in the activities of these units; provides technical advice and guidance to subordinate personnel, other units and divisions, and cooperating agencies; supervises staff and support activities involving records, property and supply, police communications, community support, or personnel and training; plans and coordinates training programs for recruits, in-service police and other law enforcement personnel; reviews police technology and law enforcement literature, surveys agency personnel and confers with police administration to determine training needs, assesses current programs, and propose new courses; evaluates personnel performance; participates in disciplinary actions; maintains records; conducts and participates in special studies; communicates with media; serves on regular and special committees and participates in the division's budget preparation process, estimating expenditures; and identifying needs in recommendations to the command; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of the principles, practices, and techniques of modern police administration, patrol operations, and investigations; considerable knowledge of applicable federal, state and local laws and ordinances; considerable knowledge of other law enforcement resources.

Comprehensive skill in supervising a patrol shift or specialized police function; considerable skill in planning and evaluating police activities and services; comprehensive skill in developing and maintaining effective working relationships with subordinates, personnel of other units and divisions, other law enforcement officials, and the public; considerable skill in communicating effectively, orally and in writing.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for an associate level major in police science and have completed three years-in-grade as Police Sergeant; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
